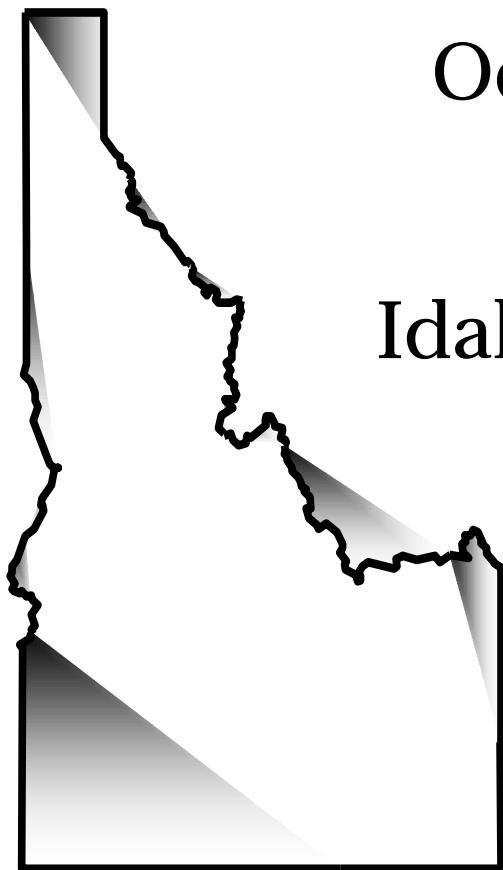


# **Idaho's Arthritis Activity Plan Timeline**

October 2000 — September 2005

Idaho Department of Health & Welfare  
Bureau of Health Promotion  
Boise, Idaho



## ARTHRITIS ACTIVITY PLAN TIMELINE

October 2000 through September 2001					
Partnerships					
1. THROUGHOUT THE LIFE OF THE PROGRAM, DEVELOP AND COORDINATE COMMUNITY PARTNERSHIPS TO ENGAGE IN A STATEWIDE COMPREHENSIVE, COOPERATIVE PROGRAM TO REDUCE THE BURDEN OF ARTHRITIS IN IDAHO.					
Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Support and expand Arthritis Advisory Council.	Program Manager	Ongoing	To identify additional partners with arthritis health interests to participate in the implementation of the action plan and activities to reduce the burden of arthritis in Idaho.	List of council members. List of recruitment activities. Minutes from meetings held 4-6 times yearly.	Ongoing
Develop an Arthritis Advisory Council brochure.	Program Manager Arthritis Advisory Council	October 2000	To expand Advisory Council participation and aid in the recruitment and retention of current and potential members, liaisons or community partners. Increase Arthritis awareness in the community.	Completed brochure.	
Print and disseminate statewide action plan.	Program Manager	November 2000	Promote action steps necessary to create a comprehensive integrated 5-year plan to reduce the burden of arthritis in Idaho.	Completed Action Plan printed and disseminated.	
Establish relations with Shoshone-Bannock Tribe Preventative Health Services.	Program Manager	November 2000	To lay the foundation for working partnership.	Partnership approval by Tribal Council received.	
Establish subcommittees within the Arthritis Advisory Council based on plan objectives.	Program Manager Arthritis Advisory Council	January 2001	To work on specific projects and expedite project planning and implementation.	List of subcommittees established.	

**2. BY SEPTEMBER 2001 AND THROUGHOUT THE LIFE OF THE PROGRAM, DEVELOP PLANS AND INTEGRATE ARTHRITIS WITH EXISTING DIABETES AND WOMEN'S HEALTH CHECK PROGRAMS TO ENHANCE ARTHRITIS AWARENESS AND PREVENTION WITHOUT DUPLICATION OF EFFORTS.**  
(10/2000-9/2001)

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Meet with program staff and identify program commonalties.	Program Manager	November 2000	To identify methods to coordinate efforts to increase reach for arthritis prevention and control.	Meeting record List of program commonalties generated.	
Identify potential programs, activities, events, media campaigns, health networks, etc., which may present opportunities for program integration.	Program Manager	December 2000	To guide planning efforts.	List of activities, events, media campaigns, health networks that may potentially be integrated.	
Establish method to coordinate Arthritis Program with Women's Health Check program.	Program Manager WHC Program Manager	January 2001	To increase reach and arthritis awareness without duplication of efforts.	Methodology established and documented.	
Establish method to coordinate Arthritis Program with Diabetes Control Program.	Program Manager Diabetes Program Manager	January 2001	To increase reach and arthritis awareness.	Methodology established and documented.	

## Communication and Education

*3. THROUGHOUT THE LIFE OF THE PROGRAM INCREASE PUBLIC AND PROFESSIONAL AWARENESS OF ARTHRITIS, THE IMPORTANCE OF EARLY DIAGNOSIS, ITS IMPACT, APPROPRIATE MANAGEMENT AND EFFECTIVE PREVENTION STRATEGIES. (10/2000-9/2001)*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Identify potential channels to increase public and professional awareness (i.e. professional conferences, community events, etc.).	Program Manager Arthritis Advisory Council Diabetes and BCC program managers	February 2001	To identify ways to increase public and professional knowledge of arthritis.	Calendar of events created.	
Create a list of potential specialized media channels for dissemination of arthritis information (i.e. AHA newsletters, Senior News, Hispanic media).	Program Manager	March 2001	Identify sources to target and disseminate arthritis information.	Media resource list created.	
Identify arthritis resources throughout Idaho.	Program Manager Arthritis Foundation Arthritis Advisory Council	May 2001	Identify potential resources for people with arthritis. Identify potential resources for health care providers.	Resource directory developed and distributed.	
List resource directory on Idaho Health website.	Program Manager	August 2001	Statewide dissemination of available resources.	Directory on website.	
Participate in resource sharing at the Idaho Family Physicians 53 <sup>rd</sup> annual conference. Examine potential to provide arthritis speaker.	Program Manager	May 2001	Increase arthritis awareness with program literature and resource sharing information. Promote Arthritis Program Partnerships.	Proof of booth occupancy with Women's Health Check Program. Conference attendance materials.	
Identify the arthritis prevention and control needs of at least one Idaho Indian Tribe and identify ways to link to resources.	Program Manager	September 2001	To identify ways to increase awareness and direct program planning.	Tribe identified. List of needs generated. Resources and potential linkages identified.	

**4. BY SEPTEMBER 2001 AND THROUGHOUT THE LIFE OF THE PROGRAM, COLLABORATE WITH COMMUNITY PARTNERS TO SUPPORT COMMUNICATION ACTIVITIES THAT DISPEL ARTHRITIS MYTHS, AND IMPROVE AND ENHANCE RESOURCE INFORMATION IN IDAHO.**

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Collaborate with partners to provide educational opportunities for health professionals.	Program Manager Arthritis Advisory Council	Ongoing	To identify opportunities to increase knowledge and awareness.	List of opportunities identified List of educational presentations, workshops, trainings, conferences held.	Ongoing
Develop plan to increase Arthritis Self-Help courses in Idaho.	Program Manager UT/ID Arthritis Foundation Arthritis Advisory Council	February 2001	To increase opportunities for people with arthritis to access appropriate self-management information.	Plan created.	
Develop plan to investigate understanding of arthritis by people with arthritis and the public.	Program Manager Arthritis Advisory Council UT/ID Arthritis Foundation	May 2001	To lay foundation to increase arthritis awareness and direct program planning.	Written plan developed.	
Implement plan to investigate understanding of arthritis by people with arthritis and the public (established 9/2001).	Program Manager Partners	July 2001	Identify knowledge gaps and best way to design media campaign.	Contract with research company. Final report.	

**5. BY SEPTEMBER 2001 AND FOR THE LIFE OF THE PROGRAM, LINK STATEWIDE ARTHRITIS RESOURCES TO UTAH/IDAHO CHAPTER OF THE ARTHRITIS FOUNDATION.**

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Identify Arthritis Foundation Activities in Idaho. Disseminate information to partners.	Program Manager UT/ID Arthritis Foundation	Ongoing	To link people and organizations with arthritis interests to needed resources.	Meetings held with UT/ID Arthritis Foundation.	Ongoing
Work with Arthritis Foundation to plan to hold Self Help Leaders trainings course in Idaho.	Program Manager/ Arthritis Foundation	April 2001	To increase the number of self-help course educators in Idaho.	Training information documented.	
Link Idaho Health website with Arthritis program info and resources directory to UT/ID AF website.	Program Manager Arthritis Foundation	July 2001	To increase access to arthritis resources.	Website link established.	

## Programs, Policies and Systems

(10/2000-9/2001)

*6. WITHIN FIVE YEARS OF PROGRAM FUNDING, ASSURE THE IMPLEMENTATION AND COORDINATION OF EFFECTIVE, INTEGRATED PROGRAMS, POLICIES AND SYSTEMS THAT WILL PREVENT THE ONSET AND REDUCE THE BURDEN OF ARTHRITIS AND RELATED DISABILITIES IN IDAHO.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Identify effective secondary and tertiary arthritis intervention programs or models.	Program Manager Arthritis Advisory Council	Ongoing within 2 years	To identify potential programs for linkage for implementation, i.e. ergonomics programs.	List of programs identified.	
Identify health infrastructure systems required to operate and manage effective prevention program.	Program Manager Arthritis Advisory Council	Ongoing within 5 years	To identify potential linkages and relationships between public and private sectors, individual practitioners, third party payers and voluntary health organizations.	List of public and private health infrastructure, practitioners, third party systems, and voluntary organizations with arthritis interests in Idaho.	
Identify arthritis-related policies that would support arthritis prevention and control.	Program Manager Arthritis Advisory Council	Ongoing within 2 years	To identify potential policy and environmental approaches to prevention and control.	List of legislation, regulations, ordinances, and guidelines that establish an environment conducive to prevention and reducing the burden of arthritis.	
Investigate the steps taken by other states to establish recognized arthritis centers.	Program Manager	Ongoing by September 2002	To lay the foundation for the establishment of arthritis centers in Idaho.	Reports on other states steps and methods generated.	

## Surveillance and Epidemiology

(10/2000-9/2001)

### *7. ESTABLISH A SCIENTIFIC DATABASE ON THE PREVALENCE AND IMPACT OF ARTHRITIS AND RELATED DISABILITY WITHIN TWENTY-FOUR MONTHS OF PROGRAM FUNDING AND MAINTAIN THROUGHOUT THE LIFE OF THE PROGRAM.*

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Contract with Bureau of Vital Records to continue BRFSS Arthritis module.	Program Manager and Vital Records BRFSS representative	Contract in December 2000 to begin January 2001	To obtain arthritis data specific to the State of Idaho.	Compile and review data biannually or as available.	
Establish community partners with arthritis data collection and surveillance interests and capabilities through the Arthritis Advisory Council.	Program Manager Arthritis Advisory Council	Ongoing for the life of the program	To improve and enhance arthritis surveillance systems.	Advisory Council Membership List.	Ongoing Core Council established 1/2000
Identify partners with access to data that will help define the economic and other burdens of arthritis in Idaho.	Program Manager Arthritis Advisory Council	February 2001	To enhance data gathering capacity to use in program planning.	List of potential data sources.	

### *8. BY SEPTEMBER 2001, BEGIN TO DEVELOP AND IMPLEMENT SPECIFIC ARTHRITIS SURVEILLANCE AND MONITORING TOOL(S) TO DETERMINE THE ECONOMIC AND SOCIAL IMPACT OF ARTHRITIS IN IDAHO, AND BY SEPTEMBER 2002 BEGIN IMPLEMENTATION AND MAINTAIN TOOL(S) THROUGHOUT THE LIFE OF THE PROGRAM.*

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Contract for BRFSS Quality of Life module for 2001.	Program Manager	December 2000	To establish surveillance data regarding QOL.	BRFSS contract for 2001 in place.	
Create a subcommittee to work with AF and CDC to identify monitoring tool(s) to identify the economic and social impact of arthritis.	Program Manager Arthritis Advisory Council CDC	January 2001	To determine the best ways to detail the burden of arthritis in Idaho.	List of meetings held. Monitoring tool(s) identified.	
Contract to analyze data gathered from BRFSS.	Program Manager	March 2001	To establish state specific data.	Copy of formal request with rationale.	

## EVALUATION

### 9. DESIGN, IMPLEMENT AND MONITOR PROCESS, IMPACT AND OUTCOME EVALUATION TOOLS FOR PROGRAM ACTIVITY EFFECTIVENESS AND MAINTAIN THROUGHOUT THE LIFE OF THE PROGRAM.

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Maintain documentation of program activities.	Program Manager	Ongoing	To provide evidence of program activities to funding sources.	Documentation of Advisory Council activities towards Plan objectives.	Ongoing
Review evaluation components for process, and impact measures.	Program Manager	Ongoing	To direct program planning and assess program progress.	Documentation of evaluation activities maintained.	Ongoing



## October 2001 through September 2002

### Partnerships

*1. THROUGHOUT THE LIFE OF THE PROGRAM, DEVELOP AND COORDINATE COMMUNITY PARTNERSHIPS TO ENGAGE IN A STATEWIDE COMPREHENSIVE, COOPERATIVE PROGRAM TO REDUCE THE BURDEN OF ARTHRITIS IN IDAHO.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Active recruitment of community partners with arthritis interests through public relations activities (correspondence, meetings, telephone conferences, etc.).	Program Manager	Ongoing	To expand and strengthen community partnerships and maintain functional council participation.	Advisory Council Membership and Liaison List.	Ongoing
Hold at least four Advisory Council meetings to conduct activity planning.	Program Manager	Quarterly	To maintain community partnership involvement with strategic planning.	Meeting minutes, meeting agendas.	Ongoing

*2. BY SEPTEMBER 2002 AND THROUGHOUT THE LIFE OF THE PROGRAM, DEVELOP PLANS AND INTEGRATE ARTHRITIS ACTIVITIES WITH EXISTING DIABETES AND WOMEN'S HEALTH CHECK PROGRAMS TO ENHANCE ARTHRITIS AWARENESS AND PREVENTION WITHOUT DUPLICATION OF EFFORTS.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Implement integration plan (established 2000-2001) with Women's Health Check.	Program Manager	Throughout months September 2001 through September 2002	Increase osteoporosis and rheumatoid arthritis awareness among women age 50-64.	Records of media garnered, trainings held, patient contact, materials distributed, etc.	
Implement integration plan (established 2000-2001) with Diabetes Control Program.	Program Manager	Throughout September 2001 September 2002	Increase osteoarthritis awareness among Idaho Indians and population with diabetes.	Records of media garnered, trainings held, materials distributed, etc.	

## Communication and Education

(10/2001-9/2002)

*3. THROUGHOUT THE LIFE OF THE PROGRAM INCREASE PUBLIC AND PROFESSIONAL AWARENESS OF ARTHRITIS, THE IMPORTANCE OF EARLY DIAGNOSIS, ITS IMPACT, APPROPRIATE MANAGEMENT AND EFFECTIVE PREVENTION STRATEGIES.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Establish a communication network with each of the Idaho Tribes.	Program Manager	September 2001	Reduce the incidence and increase early diagnosis awareness within the Idaho Indian population.	Name of Community Partner.	
Submit arthritis awareness articles in community newsletters for the general public and health professionals.	Program Manager Arthritis Advisory Council UT/ID Arthritis Foundation	Throughout months September 2001 through September 2002	Increase program awareness and arthritis awareness in the community and to health professionals.	Copy of articles submitted and printed.	
Partner with council members to conduct at least one training or workshop for health professionals.	Program Manager Council members	Fall 2001	To increase awareness of arthritis issues and resources.	Workshop agenda. Event summary sheet.	
Update Resource directory on website.	Program manager	As needed	To maintain current, accurate information for health professionals and people with, or affected by arthritis.	Website current.	
Provide resources to tribe (identified 9/2001) based on needs assessment.	Program manager Partners	Throughout months September 2001 through September 2002	Reduce the incidence and increase early diagnosis awareness within the Idaho Indian population.	Inventory of resources provided.	

**4. BY SEPTEMBER 2002 AND THROUGHOUT THE LIFE OF THE PROGRAM, COLLABORATE WITH COMMUNITY PARTNERS TO SUPPORT COMMUNICATION ACTIVITIES THAT DISPEL ARTHRITIS MYTHS, AND IMPROVE AND ENHANCE RESOURCE INFORMATION IN IDAHO.**

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
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Collaborate with partners to provide educational opportunities for health professionals.	Program Manager Arthritis Advisory Council	Ongoing	To increase knowledge and awareness of arthritis.	List of educational presentations, workshops, trainings, conferences held.	
Identify funding resources for media campaign.	Program Manager Arthritis Advisory Council	October 2001	To promote partnerships that will deliver or aid in the delivery of consistent arthritis awareness message to the general public.	Establishment of contract for a community match for at least 10% of Media campaign cost or equivalent.	
Develop a plan to contract with advertising agency to develop arthritis media campaign for the general public.	Program Manager Arthritis Advisory Council ID/UT Arthritis Foundation	October 2001	To lay groundwork for media campaign.	Plan created.	
Obtain bids for media campaign based on investigation of people's understanding of arthritis.	Program Manager	January 2002	To promote public awareness of arthritis by delivering a consistent message that will reach the majority of the population.	Bids received by at least three potential contractors.	
Contract with advertising agency to develop arthritis awareness media campaign for the general public.	Program Manager	January 2002	To promote public awareness of arthritis by delivering a consistent message that will reach the majority of the population.	Copy of contract with advertising agency.	
Conduct media campaign for the general public based on background research.	Program Manager	May 2002 to coincide with Arthritis Awareness month	To increase arthritis awareness in Idaho.	Copies of PSA's in rural area newsletters etc.	
Monitor and evaluate campaign reach and impact.	Program Manager	September 2002	To determine campaign effectiveness and direct program planning.	Preliminary data gathered for report.	

**5. BY SEPTEMBER 2002 AND FOR THE LIFE OF THE PROGRAM, LINK STATEWIDE ARTHRITIS RESOURCES TO UTAH/IDAHO CHAPTER OF THE ARTHRITIS FOUNDATION.  
(10/2001-9/2002)**

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Collaborate with UT/ID AF to support efforts to increase arthritis education and self-management opportunities for Idahoans.	Program Manager UT/ID Arthritis Foundation	Ongoing months October 2001 through September 2002	To promote self-management and appropriate treatment options to improve quality of life for those with and affected by arthritis.	Meeting schedule. Plan generated. Number of educational opportunities provided.	
Work with Arthritis Foundation to offer Self-Help Course leader trainings in Idaho.	Program Manager UT/ID Arthritis Foundation	February 2002	To increase opportunity to provide Arthritis Self-Help Courses in Idaho.	Number of Leadership Training courses held in Idaho. Number of leaders trained.	

## Programs, Policies and Systems

**6. WITHIN FIVE YEARS OF PROGRAM FUNDING, ASSURE THE IMPLEMENTATION AND COORDINATION OF EFFECTIVE, INTEGRATED PROGRAMS, POLICIES AND SYSTEMS THAT WILL PREVENT THE ONSET AND REDUCE THE BURDEN OF ARTHRITIS AND RELATED DISABILITIES IN IDAHO.**

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Contract to pilot one intervention program identified as effective.	Program Manager Contractor	May 2002	To determine efficacy of program in Idaho setting.	Contract established. Quarterly reports by contractor Impact evaluation.	
Identify policies that would reduce the onset and burden of Arthritis.	Program Manager Arthritis Advisory Council	March 2002	To identify worksite and other policies for primary, secondary and tertiary prevention strategies.	Listing of applicable policies.	
Establish advocacy objectives.	Arthritis Advisory Council	April 2002	To determine objectives to advocate for the establishment of policies that will reduce the burden of arthritis.	List of advocacy objectives.	
Identify partners who can advocate.	Arthritis Advisory Council UT/ID Arthritis Foundation	April 2002	To identify partners who can serve in an advocacy role.	List of partners.	
Develop partnerships to assist in building and linking health infrastructure systems needed to operate and manage effective prevention programs.	Program Manager Arthritis Advisory Council UT/ID Arthritis Foundation	Throughout months October 2001 through September 2002	To build infrastructure needed to maintain an effective program.	Linkages established.	

## Surveillance, and Epidemiology

(10/2001-9/2002)

**7. ESTABLISH A SCIENTIFIC DATABASE ON THE PREVALENCE AND IMPACT OF ARTHRITIS AND RELATED DISABILITY WITHIN TWENTY-FOUR MONTHS OF PROGRAM FUNDING AND MAINTAIN THROUGHOUT THE LIFE OF THE PROGRAM.**

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<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Continue contract for BRFSS Arthritis Module.	Program Manager	December 2002	Obtain Idaho specific arthritis data.	BRFSS contract for 2003 Arthritis Module.	
Compile data from other partners and sources.	Program Manager	January 2002-September 2002	To determine economic and other burden in Idaho addition to BRFSS data.	List of data sources. Data reports generated.	

**8. BY SEPTEMBER 2001, BEGIN TO DEVELOP AND IMPLEMENT SPECIFIC ARTHRITIS SURVEILLANCE AND MONITORING TOOL(S) TO DETERMINE THE ECONOMIC AND SOCIAL IMPACT OF ARTHRITIS IN IDAHO, AND BY SEPTEMBER 2002 BEGIN IMPLEMENTATION AND MAINTAIN TOOL(S) THROUGHOUT THE LIFE OF THE PROGRAM.**

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Reports by subcommittee on monitoring tools and implementation planning.	Subcommittee Arthritis Advisory Council	January 2002	To begin implementation of plan to detail the burden of arthritis in Idaho.	Report generated.	
Administer surveillance tool pilot project.	Program Manager Surveillance subcommittee	September 2002	To detail the burden of arthritis in Idaho.	Process evaluation measures.	

## Evaluation

**9. DESIGN, IMPLEMENT AND MONITOR PROCESS, IMPACT AND OUTCOME EVALUATION TOOLS FOR PROGRAM ACTIVITY EFFECTIVENESS AND MAINTAIN THROUGHOUT THE LIFE OF THE PROGRAM.**

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Maintain documentation of Program Activities.	Program Manager	Ongoing	To provide evidence of program activities to funding sources.	Documentation of Advisory Council Activities towards achieving Plan objectives.	Ongoing
Review and revise (if needed) evaluation components for process and impact measures.	Program Manager	Ongoing	To direct program planning and assess program progress.	Documentation of evaluation activities maintained.	Ongoing

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## October 2002 through September 2003

### Partnerships

*1. THROUGHOUT THE LIFE OF THE PROGRAM, DEVELOP AND COORDINATE COMMUNITY PARTNERSHIPS TO ENGAGE IN A STATEWIDE COMPREHENSIVE, COOPERATIVE PROGRAM TO REDUCE THE BURDEN OF ARTHRITIS IN IDAHO.*

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Active recruitment of community partners with arthritis interests through public relations activities.	Program Manager	Ongoing	To strengthen community partnerships and maintain functional Council participation.	Arthritis Advisory Council Membership and Liaison List.	Ongoing
Hold at least two Advisory Council meetings to conduct State Plan review and revise as needed.	Program Manager Arthritis Advisory Council	Spring and Fall	Update State Arthritis Action Plan to best achieve objectives and meet goal.	Meeting agendas. Meeting minutes.	

*2. BY SEPTEMBER 2003 AND THROUGHOUT THE LIFE OF THE PROGRAM, DEVELOP PLANS AND INTEGRATE ARTHRITIS ACTIVITIES WITH EXISTING DIABETES AND WOMEN'S HEALTH CHECK PROGRAMS TO ENHANCE ARTHRITIS AWARENESS AND PREVENTION WITHOUT DUPLICATION OF EFFORTS.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Meet with Diabetes and Women's Health Check Program Managers for continued integration planning.	Program Manager	October 2002	Revise integrated activity plan with mutual target audience to maximize resources without duplication of services.	Integrated Activity Plan.	
Implement revised integration plan.	Program Manager	January 2003 though September 2003 and ongoing	Implement plans that will reduce the burden of arthritis in mutual target populations.	List of programs, media generated, patient contacts, resource materials distributed.	

## Communication and Education

*3. THROUGHOUT THE LIFE OF THE PROGRAM INCREASE PUBLIC AND PROFESSIONAL AWARENESS OF ARTHRITIS, THE IMPORTANCE OF EARLY DIAGNOSIS, ITS IMPACT, APPROPRIATE MANAGEMENT AND EFFECTIVE PREVENTION STRATEGIES. (10/2002-9/2003)*

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Promote or sponsor health professional Arthritis Education conference.	Program Manager	Fall 2002	Provide consistent arthritis health educational information to Idaho physicians and health care providers.	Conference agenda and summary sheet.	
Utilize communication network to provide resources, training and/or technical assistance to Tribes based on needs assessment and previous year activity.	Program Manager UT/ID Arthritis Foundation	Throughout months October 2002 through September 2003	Continue to increase arthritis prevention and control awareness.	Inventory of resources provided. Summary sheet of trainings held. Meetings or conferences agendas and summary sheet.	
Continue to submit arthritis awareness articles, and utilize other media channels identified in previous years.	Program Manager	Throughout months October 2002 through September 2003	Continue to increase arthritis prevention and control awareness to the public and health professionals.	Copies of articles submitted and printed. Inventory of other media garnered.	
Update resource directory on website.	Program Manager	As needed	To maintain current, accurate information for health professionals and people with or affected by arthritis.	Website current.	

**4. BY SEPTEMBER 2003 AND THROUGHOUT THE LIFE OF THE PROGRAM, COLLABORATE WITH COMMUNITY PARTNERS TO SUPPORT COMMUNICATION ACTIVITIES THAT DISPEL ARTHRITIS MYTHS, AND IMPROVE AND ENHANCE RESOURCE INFORMATION IN IDAHO.**

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Compile and submit media campaign evaluation.	Program Manager	October 2002	Assess effectiveness of media campaign and direct planning.	Final report compiled.	
Hold communication subcommittee meetings to discuss future media campaign efforts.	Program Manager Communication subcommittee	January 2003	Direct future media planning based on evaluation.	Agenda and minutes of meetings.	
Discuss with rural hospital administrators' arthritis awareness activities.	Program Manager	June 2003	To dispel arthritis myths and stimulate arthritis awareness in rural Idaho communities.	List of events held and outcomes.	
Meet with corporate ergonomic program representatives to discuss incorporation of arthritis prevention awareness with existing programs.	Program Manager	July 2003	Enhance and incorporate arthritis prevention strategies into existing corporate arthritis prevention programs.	Evidence of participation at employee Health Fair, i.e. Simplot (educational strategy). Evidence of strategies incorporated into existing programs (policy changes).	

**5. BY SEPTEMBER 2003 AND FOR THE LIFE OF THE PROGRAM, LINK STATEWIDE ARTHRITIS RESOURCES TO UTAH/IDAHO CHAPTER OF THE ARTHRITIS FOUNDATION.**

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Update resource list through contacts with community partners and submit to Arthritis Foundation.	Program Manager	As needed	Provide a common communication link to enhance utilization of existing arthritis resources in Idaho.	Current resource list.	
Collaborate with UT/ID Arthritis Foundation to provide professional and public education opportunities in Idaho.	Program Manager UT/ID Arthritis Foundation	Throughout months October 2002 through September 2003	Provide health professionals with up-to-date information. To provide the public with information about diagnosis, treatment, and management.	Notes generated from meetings held. Agendas of trainings held. Numbers of participants.	



## Programs, Policies and Systems

(10/2002-9/2003)

*6. WITHIN FIVE YEARS OF PROGRAM FUNDING, ASSURE THE IMPLEMENTATION AND COORDINATION OF EFFECTIVE, INTEGRATED PROGRAMS, POLICIES AND SYSTEMS THAT WILL PREVENT THE ONSET AND REDUCE THE BURDEN OF ARTHRITIS AND RELATED DISABILITIES IN IDAHO.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Determine efficacy of pilot programs and examine expansion into other regions of Idaho.	Program Manager	May 2003	Evaluate effectiveness of intervention and determine value in expansion to other parts of state.	Evaluation tools completed.	
Support partners advocacy efforts with data and technical assistance.	Program Manager	Throughout months October 2002 through September 2003	To assist partners to achieve advocacy objectives that will reduce the burden of arthritis.	List of data or other information provided. List of any training given.	
Support infrastructure systems to maintain linkages.	Program Manager Arthritis Advisory Council	Throughout months October 2002 through September 2003	To support systems that help reduce the burden of arthritis.	List of linkages maintained. List of linkages expanded.	
Develop plan outline to guide the establishment of arthritis centers in Idaho.	Program Manager Arthritis Advisory Council	September 2003	To determine steps needed to establish arthritis centers in Idaho.	Plan outline developed.	

## Surveillance and Epidemiology

*7. ESTABLISH A SCIENTIFIC DATABASE ON THE PREVALENCE AND IMPACT OF ARTHRITIS AND RELATED DISABILITY WITHIN TWENTY-FOUR MONTHS OF PROGRAM FUNDING AND MAINTAIN THROUGHOUT THE LIFE OF THE PROGRAM.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Continue to contract for BRFSS Arthritis Module.	Program Manager	December 2003	Build database on the prevalence of arthritis in Idaho.	Contract for 2003 BRFSS in place.	
Prepare "Arthritis in Idaho" report based on BRFSS and other data gathered.	Program Manager Contractor/Data Analyst	September 2003	Determine the impact of arthritis in Idaho. Direct planning efforts.	Report generated.	

**8. BY SEPTEMBER 2001, BEGIN TO DEVELOP AND IMPLEMENT SPECIFIC ARTHRITIS SURVEILLANCE AND MONITORING TOOL(S) TO DETERMINE THE ECONOMIC AND SOCIAL IMPACT OF ARTHRITIS IN IDAHO, AND BY SEPTEMBER 2002 BEGIN IMPLEMENTATION AND MAINTAIN TOOL(S) THROUGHOUT THE LIFE OF THE PROGRAM.**

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Contract for BRFSS to provide Quality of Life Module for 2003 and data analysis to create a baseline.	Program Manager	December 2002	Establish surveillance data regarding quality of life of Idahoans.	Contract with Vital Statistics.	

## Evaluation

**9. DESIGN, IMPLEMENT AND MONITOR PROCESS, IMPACT AND OUTCOME EVALUATION TOOLS FOR PROGRAM ACTIVITY EFFECTIVENESS AND MAINTAIN THROUGHOUT THE LIFE OF THE PROGRAM.**

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Maintain documentation of program activities.	Program Manager	Ongoing	To provide evidence of program activities to funding sources.	Documentation of Advisory Council Activities towards achieving plan objectives.	Ongoing
Review and revise (if needed) evaluation components for process and impact measures.	Program Manager	Ongoing	To direct program planning and assess program progress.	Documentation of evaluation activities maintained.	Ongoing

## September 2003 through September 2004

### Partnerships

*1. THROUGHOUT THE LIFE OF THE PROGRAM, DEVELOP AND COORDINATE COMMUNITY PARTNERSHIPS TO ENGAGE IN A STATEWIDE COMPREHENSIVE, COOPERATIVE PROGRAM TO REDUCE THE BURDEN OF ARTHRITIS IN IDAHO.*

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Continue to support and recruit members for the Arthritis Advisory Council.	Program Manager	Ongoing	To maintain and strengthen community partnerships and networks.	Membership list. Summary sheet of activities.	
Hold at least two Advisory Council meetings to conduct planning.	Program Manager	Spring and Fall	To direct planning efforts.	Agenda and minutes from the meetings.	

*2. BY SEPTEMBER 2004 AND THROUGHOUT THE LIFE OF THE PROGRAM, DEVELOP PLANS AND INTEGRATE ARTHRITIS ACTIVITIES WITH EXISTING DIABETES AND WOMEN'S HEALTH CHECK PROGRAMS TO ENHANCE ARTHRITIS AWARENESS AND PREVENTION WITHOUT DUPLICATION OF EFFORTS.*

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Continue integration programs and outreach efforts with Women's Health Check program.	Program Manager	Throughout months October 2003 through September 2004.	Expand reach to common target populations.	Agendas of meetings. Summary sheet.	
Continue integration programs and outreach efforts with the Diabetes Control Program.	Program Manager	Throughout months October 2003 through September 2004.	Expand reach to common target populations.	Agendas of meetings. Summary sheet.	
Evaluate and report on integration of programs.	Program Manager	September 2004	Determine program effectiveness and direct planning.	Written report.	

## Communication and Education

(9/2003-10/2004)

### *3. THROUGHOUT THE LIFE OF THE PROGRAM INCREASE PUBLIC AND PROFESSIONAL AWARENESS OF ARTHRITIS, THE IMPORTANCE OF EARLY DIAGNOSIS, ITS IMPACT, APPROPRIATE MANAGEMENT AND EFFECTIVE PREVENTION STRATEGIES.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Co-sponsor health professional arthritis education conference.	Program Manager Arthritis Advisory Council	Fall 2003	Provide consistent arthritis health education information to health professionals.	Meeting agenda and summary sheet.	
Continue activities with Idaho Tribes. Contract for additional programs.	Program Manager	Throughout months October 2003 through September 2004	Increase awareness, promote early diagnosis and self-management strategies among tribes.	Contracts in place. Activity reports from Tribes.	

### *4. BY SEPTEMBER 2004 AND THROUGHOUT THE LIFE OF THE PROGRAM, COLLABORATE WITH COMMUNITY PARTNERS TO SUPPORT COMMUNICATION ACTIVITIES THAT DISPEL ARTHRITIS MYTHS, AND IMPROVE AND ENHANCE RESOURCE INFORMATION IN IDAHO.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Continue regular media awareness activities.	Program Manager Arthritis Foundation	Throughout months October 2003 through September 2004	Increase awareness, promote early diagnosis and self-management strategies.	Articles submitted. Other media garnered. Frequency and reach.	

### *5. BY SEPTEMBER 2001 AND FOR THE LIFE OF THE PROGRAM, LINK STATEWIDE ARTHRITIS RESOURCES TO UTAH/IDAHO CHAPTER OF THE ARTHRITIS FOUNDATION.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Continue recruitment for Self-Help course leaders.	Program Manager ID/UT Arthritis Foundation	Throughout months October 2003 through September 2004	To increase opportunity to provide Self-Help courses.	Recruitment materials generated. Number of courses taught each year compared to baseline in 1999.	
Continue collaboration to provide professional and public education opportunities.	Program Manager ID/UT Arthritis Foundation	Throughout months October 2003 through September 2004	Provide health professionals with up-to-date information. To provide the public with information about diagnosis, treatment, and management.	Workshops held. Training agendas. Summary sheet.	

## Programs, Policies and Systems

(9/2003-10/2004)

*6. WITHIN FIVE YEARS OF PROGRAM FUNDING, ASSURE THE IMPLEMENTATION AND COORDINATION OF EFFECTIVE, INTEGRATED PROGRAMS, POLICIES AND SYSTEMS THAT WILL PREVENT THE ONSET AND REDUCE THE BURDEN OF ARTHRITIS AND RELATED DISABILITIES IN IDAHO.*

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Expand pilot program to other Idaho regions.	Program Manager	September 2004	Extend reach to other areas of Idaho.	Contracts in place.	
Expand arthritis infrastructure system (i.e., rural health clinics).	Program Manager	September 2004	Extend reach to populations not being reached.	Partnership established with at least one rural health care system.	
Begin implementing steps identified as needed to establish arthritis centers in Idaho.	Program Manager Arthritis Advisory subcommittee	Throughout months October 2003 through September 2004	To lay foundation for establishing arthritis centers in Idaho.	Agendas and minutes of meetings held. Records of actions taken.	

## Surveillance and Epidemiology

*7. ESTABLISH A SCIENTIFIC DATABASE ON THE PREVALENCE AND IMPACT OF ARTHRITIS AND RELATED DISABILITY WITHIN TWENTY-FOUR MONTHS OF PROGRAM FUNDING AND MAINTAIN THROUGHOUT THE LIFE OF THE PROGRAM.*

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Continue contract for BRFSS arthritis module for 2004.	Program Manager	December 2003	Continue data gathering activities to define the burden of arthritis in Idaho.	Contract in place.	
Trend and analyze data.	Program Manager	September 2004	Create picture of arthritis in Idaho to guide program planning and policymaking.	Data report generated.	
Continue to gather and establish data sets from other sources.	Program Manager Surveillance subcommittee	Throughout months October 2003 through September 2004	Create more complete information on arthritis in Idaho.	Sources identified. Methodology in place to gather data.	

**8. BY SEPTEMBER 2001, BEGIN TO DEVELOP AND IMPLEMENT SPECIFIC ARTHRITIS SURVEILLANCE AND MONITORING TOOL(S) TO DETERMINE THE ECONOMIC AND SOCIAL IMPACT OF ARTHRITIS IN IDAHO, AND BY SEPTEMBER 2002 BEGIN IMPLEMENTATION AND MAINTAIN TOOL(S) THROUGHOUT THE LIFE OF THE PROGRAM.**  
( 9/2003-10/2004)

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Implement monitoring tool(s) developed by surveillance subcommittee.	Program Manager Surveillance subcommittee	September 2004	Determine the impact of arthritis in Idaho.	Surveillance tool in place.	
Print and disseminate Idaho Arthritis Report.	Program Manager	May 2004	Create awareness of burden of arthritis (policymakers, health professionals, public).	Report printed. List of recipients.	
Develop program policy and systems recommendations to reduce the burden of arthritis.	Program Manager Arthritis Advisory Council	September 2004	To share with decision makers and influence policy, programs and systems to support reducing the burden of arthritis.	List of recommendations List of decision-makers who received the policy and systems recommendations or with whom meetings and discussions were held regarding recommendations.	

## Evaluation

**9. DESIGN, IMPLEMENT AND MONITOR PROCESS, IMPACT AND OUTCOME EVALUATION TOOLS FOR PROGRAM ACTIVITY EFFECTIVENESS AND MAINTAIN THROUGHOUT THE LIFE OF THE PROGRAM.**

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Maintain documentation of program activities.	Program manager	Ongoing	To provide evidence of program activities to funding sources.	Documentation of Advisory Council activities towards achieving Plan objectives.	
Review and revise (if needed) evaluation components for process and impact measure.	Program Manager	Ongoing	To direct program planning and assess program progress.	Documentation of evaluation activities.	

## October 2004 though September 2005

### Partnerships

*1. THROUGHOUT THE LIFE OF THE PROGRAM, DEVELOP AND COORDINATE COMMUNITY PARTNERSHIPS TO ENGAGE IN A STATEWIDE COMPREHENSIVE, COOPERATIVE PROGRAM TO REDUCE THE BURDEN OF ARTHRITIS IN IDAHO.*

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Continue to support and expand Arthritis Advisory Council.	Program Manager	Ongoing	To maintain and strengthen community partnerships and networks.	List of Council members. List of recruitment activities.	
Hold at least two Advisory Council meetings to conduct planning.	Program Manager	Spring and Fall	To direct planning efforts.	Agenda. Minutes of meeting. Planning product.	

*2. BY SEPTEMBER 2005 AND THROUGHOUT THE LIFE OF THE PROGRAM, DEVELOP PLANS AND INTEGRATE ARTHRITIS ACTIVITIES WITH EXISTING DIABETES AND WOMEN'S HEALTH CHECK PROGRAMS TO ENHANCE ARTHRITIS AWARENESS AND PREVENTION WITHOUT DUPLICATION OF EFFORTS.*

Action Step <b>WHAT</b> will you do?	Responsible Person <b>WHO</b> will do it?	Due Date <b>WHEN</b> will it be done?	Impact or Difference Made <b>WHY</b> are you doing it?	Measurable Indicator <b>HOW</b> will you show it was done?	Actual Completion Date
Integrate outreach and other activities with WHC.	Program Manager	Ongoing months October 2004 through September 2005	To expand reach to common target audience.	Activities summary sheet.	
Integrate outreach and other activities with Diabetes Control Program.	Program Manager	Ongoing months October 2004 through September 2005	To expand reach to common target audience.	Activities summary sheet.	

## Communication and Education

(10/2004-9/2005)

### *3. THROUGHOUT THE LIFE OF THE PROGRAM INCREASE PUBLIC AND PROFESSIONAL AWARENESS OF ARTHRITIS, THE IMPORTANCE OF EARLY DIAGNOSIS, ITS IMPACT, APPROPRIATE MANAGEMENT AND EFFECTIVE PREVENTION STRATEGIES.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Continue activities with Tribes.	Program Manager	September 2005	Reduce burden of arthritis among Idaho Indians.	Contacts in place. Quarterly Report.	
Co-sponsor health professional education conference or workshop.	Program Manager Arthritis Advisory Council	Fall 2004	Provide educational opportunities for health professionals.	Agenda and Activity Summary Sheet.	

### *4. BY SEPTEMBER 2005 AND THROUGHOUT THE LIFE OF THE PROGRAM, COLLABORATE WITH COMMUNITY PARTNERS TO SUPPORT COMMUNICATION ACTIVITIES THAT DISPEL ARTHRITIS MYTHS, AND IMPROVE AND ENHANCE RESOURCE INFORMATION IN IDAHO.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Media outreach activities.	Program Manager Arthritis advisory Council	May 2005 and ongoing	Increase awareness of arthritis.	Articles submitted. Other media generated.	

### *5. BY SEPTEMBER 2005 AND FOR THE LIFE OF THE PROGRAM, LINK STATEWIDE ARTHRITIS RESOURCES TO UTAH/IDAHO CHAPTER OF THE ARTHRITIS FOUNDATION.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Continue to recruit for self-help course leaders promote self-help courses.	Program Manager UT/ID Arthritis Foundation	Ongoing	Promote self-help education opportunities.	Records of recruitment activities and courses offered.	
Continue collaboration on programs and outreach activities.	Program Manager UT/ID Arthritis Foundation	Ongoing	Link community resources.	Meeting agendas. Trainings, workshops held.	



## Programs, Policies and Systems

(10/2004-0/2005)

*6. WITHIN FIVE YEARS OF PROGRAM FUNDING, ASSURE THE IMPLEMENTATION AND COORDINATION OF EFFECTIVE, INTEGRATED PROGRAMS, POLICIES AND SYSTEMS THAT WILL PREVENT THE ONSET AND REDUCE THE BURDEN OF ARTHRITIS AND RELATED DISABILITIES IN IDAHO.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Support and expand arthritis health infrastructures.	Program Manager Arthritis Advisory Council	Throughout months October 2004 through September 2005	Improve surveillance, care delivery and link resources.	Evidence of expanded infrastructure or new health systems.	
Evaluate efficacy of pilot program that was expanded to other state areas.	Program Manager	September 2005	Determine success of program and guide planning efforts.	Evaluation compiled.	
Continue activities needed to establish arthritis centers in Idaho.	Program Manager Arthritis Advisory subcommittee	Throughout months October 2004 through September 2005	To implement steps needed to establish arthritis centers in Idaho.	Agendas and minutes of meetings held. Reports on activities completed.	

## Surveillance and Epidemiology

*7. ESTABLISH A SCIENTIFIC DATABASE ON THE PREVALENCE AND IMPACT OF ARTHRITIS AND RELATED DISABILITY WITHIN TWENTY-FOUR MONTHS OF PROGRAM FUNDING AND MAINTAIN THROUGHOUT THE LIFE OF THE PROGRAM.*

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Determine if the BRFSS arthritis module should be included every year or changed to every other year.	Program Manager Surveillance subcommittee	August 2005	Determine the best use of surveillance funds and data gathering methods.	Subcommittee meeting agenda.	

**8. BY SEPTEMBER 2001, BEGIN TO DEVELOP AND IMPLEMENT SPECIFIC ARTHRITIS SURVEILLANCE AND MONITORING TOOL(S) TO DETERMINE THE ECONOMIC AND SOCIAL IMPACT OF ARTHRITIS IN IDAHO, AND BY SEPTEMBER 2002 BEGIN IMPLEMENTATION AND MAINTAIN TOOL(S) THROUGHOUT THE LIFE OF THE PROGRAM.**

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Continue surveillance activities.	Program Manager Surveillance subcommittee	Ongoing	Further define the burden of arthritis in Idaho and direct planning.	Data gathered and analyzed.	
Contract for BRFSS QOL module for 2006.	Program Manager	December 2005	Continue the data gathering process every other year to guide program planning.	Contract in place.	

## Evaluation

**9. DESIGN, IMPLEMENT AND MONITOR PROCESS, IMPACT AND OUTCOME EVALUATION TOOLS FOR PROGRAM ACTIVITY EFFECTIVENESS AND MAINTAIN THROUGHOUT THE LIFE OF THE PROGRAM. (10/2004-9/2005)**

Action Step	Responsible Person	Due Date	Impact or Difference Made	Measurable Indicator	Actual Completion Date
<b>WHAT</b> will you do?	<b>WHO</b> will do it?	<b>WHEN</b> will it be done?	<b>WHY</b> are you doing it?	<b>HOW</b> will you show it was done?	
Maintain documentation of program activities.	Program Manager	Ongoing	To provide evidence of program activities to funding sources.	Documentation of Advisory Council Activities towards achieving plan objectives.	
Review and revise (if needed) evaluation components for process and impact measures.	Program Manager	Ongoing	To direct program planning and assess program progress.	Documentation of evaluation activities maintained.	